

AMERICAN EMBASSY MASERU VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04/2014

OPEN TO: All interested candidates

POSITION: HIV Testing and Counseling Specialist, FSN-10

OPENING DATE: 06/06/2014

CLOSING DATE: 06/20/2014

WORK HOURS: Full time: 40 hours/week

SALARY: For persons Ordinarily Resident (OR*) in Lesotho: M 202, 247.00 per year (M 16, 853.92/month) starting salary, including allowances.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Definitions*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Maseru is seeking an individual for the position of HIV Testing and Counseling Specialist in the Center for Disease Control Agency.

BASIC FUNCTION OF POSITION

The Public Health Specialist (HTC) works under the supervision of the CDC country director, providing technical guidance on HIV prevention activities, to assist in the planning, implementation and evaluation of a national prevention program including HIV testing and counselling (HTC); behavioral and structural interventions; as well as prevention activities for People Living with HIV/AIDS (PLWHA) under the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent provides technical assistance and oversight to external partners in implementing the program's activities in Lesotho. The incumbent serves as a primary CDC contact for external partners for issues related to CDC-supported testing and counselling and other combination HIV prevention activities and serves as the Activity Manager for multiple CDC-supported cooperative agreements in Lesotho. The job holder contributes to the planning, development, and review of key prevention program components of the annual Country Operational Plan (COP) for Lesotho. The incumbent ensures collaboration among PEPFAR Lesotho partners and the use of internationally-recognized best practices to establish tight linkages between HTC and other areas of the clinical cascade with PEPFAR-sponsored programs in Lesotho. The incumbent identifies training needs and participates in the development and implementation of training courses for partner organizations.

A copy of the complete position description listing all duties and responsibilities is available at maseru.usembassy.gov and in the Human Resources Office. Contact 22312666, ext 4160/4217.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education

Graduation from an accredited university with a bachelor's degree in Behavioral or Social Sciences, Health Education or related discipline is required.

2. Prior work experience

Five years of mid to senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs, including HIV counseling and testing, and the implementation of community health activities is required.

3. Language proficiency

Level IV English (fluency in both written and oral) is required.

Level IV Sesotho (fluency in both written and oral) is required.

4. Post-entry training

Specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training, as appropriate, to

enable the incumbent to perform his/her duties in accordance with CDC and US Government policies, rules and regulations.

5. Job knowledge

The position requires an advanced knowledge of the techniques, principles and methods related to HIV counseling and testing and strategies for integrating HIV prevention services with care and treatment services. The incumbent must have a good understanding of the structure and functions of CDC DGHA Lesotho, including knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR) and CDC and USG policies, guidelines and procedures for administration of cooperative agreements. The job holder must have a good working knowledge of the host country operational environment, including a good knowledge of the structure and operations of the MOH, the environment for health care delivery at the national, provincial and community levels in Lesotho, structure and function of endemic and international NGOs providing HIV prevention and care services in Lesotho, and other collaborating and donor agencies in Lesotho with HIV prevention programs..

6. Skills and abilities

Skill in providing oversight and technical expertise in the management and evaluation of public health programs. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to develop effective working relationships with national and international working partners. The incumbent will be expected to exercise considerable ingenuity in applying guidelines to unique and different settings; as the work is highly complex and can be threatening to stakeholders. As a program HIV/AIDS prevention representative for CDC DGHA Lesotho/MoH, the incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS prevention programs to adopt appropriate strategies for their program activities. Incumbent must have basic computer skills with experience/training for word processing, basic statistical analysis and spreadsheets.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
P.O. Box 333
Maseru 100
Email: InfoMaseru@state.gov

POINT OF CONTACT

Telephone: (+266) 22-312-666 ext. 4160/4217
FAX: (+266) 22-310-116

CLOSING DATE FOR THIS POSITION: 06/20/2014

The U.S. Mission in Maseru provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).